

Five Rights of Delegation

The following principles delineate accountability for nurses at all levels from Nursing Service Administrators to staff nurses.

Nursing Service Administrator

Staff Nurse

Right Task

- Appropriate activities for consideration in delegation decisions are identified in UAP (Unlicensed Assistive Person) job description/role delineation.
- Organizational policies, procedures and standards describe expectations of and limits to activities

- Appropriate delegation activities are identified for specific client(s).
- Appropriate activities are identified for specific UAP.

Right Circumstances

- Assess the health status of the client community, analyze the data and identify collective nursing care needs, priorities, and necessary resources.
- Provide appropriate staffing and skill mix, identify clear lines of authority and reporting, and provide sufficient equipment and supplies to meet the collective nursing care needs.
- Provide appropriate preparation in management techniques to deliver and delegate care.

- Assess health status of individual client(s), analyze the data and identify client specific goals and nursing care needs.
- Match the complexity of the activity with the UAP competency and with the level of supervision available.
- Provide for appropriate monitoring and guiding for the combination of client, activity, and personnel.

Right Person

- Establish organizational standards consistent with applicable law and rules which identify educational and training requirements and competency measurements of nurses and UAP.
- Incorporate competency standards into institutional policies; assess nurse and UAP performance; perform evaluations based upon standards; and take steps to remedy failure to meet standards, including reporting nurses who fail to meet standards to board of nursing.

- Instruct and/or assess, verify and identify the UAP's competency on an individual and client specific basis.
- Implement own professional development activities based on assessed needs; assess UAP performance; perform evaluations of UAP based upon standards; and take steps to remedy failure to meet standards.

Right Direction/Communication

- Communicate acceptable activities, UAP competencies and qualifications, and the supervision plan through a description of a nursing service delivery model, standards of care, role descriptions and policies/procedures.

- Communicate delegation decision on a client specific and UAP-specific basis. The detail and method (oral and/or written) vary with the specific circumstances
- Situation specific communication includes:
 - ▲ specific data to be collected and method and timelines for reporting
 - ▲ specific activities to be performed and client specific instruction and limitation, and
 - ▲ the expected results or potential complications and timelines for communicating such information

Right Supervision/Evaluation

- Assure adequate human resources, including sufficient time, to provide for sufficient supervision to assure that nursing care is adequate and meets the needs of the client.
- Identify the licensed nurses responsible to provide supervision by position, title, role delineation.
- Evaluate outcomes of client community and use information to develop quality assurance and to contribute to risk management plans.

- Supervise performance of specific nursing activities or assign supervision to other licensed nurses
- Provide directions and clear expectations of how the activity is to be performed:
 - ▲ monitor performance,
 - ▲ obtain and provide feedback,
 - ▲ intervene if necessary, and
 - ▲ ensure proper documentation.
- Evaluate the entire delegation process:
 - ▲ evaluate the client, and
 - ▲ evaluate the performance of the activity.

The Five Rights of Delegation, identified in *Delegation: Concepts and Decision-making Process* (National Council, 1995) from the National Council of State Boards of Nursing can be used as a mental checklist to assist nurses from multiple roles to clarify the critical elements of the decision-making process.

Source: <http://www.ncsbn.org>